

BUSINESS MATTERS

A quarterly newsletter about the business, information and financial services functions of UC Hastings

UC Hastings College of the Law, Division of the Chief Financial Officer

November 2010

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Welcome to the first edition of Business Matters! This newsletter, to be published quarterly, is intended to convey useful and interesting information about the business, information and financial services functions of UC Hastings. At the end of this introductory edition you'll find brief descriptions about our departments – who we are and what we do. We want to receive your feedback! Please submit comments and suggestions to the [editor](#).

Changes to Financial Policies and Procedures

At their meeting of September 10, 2010, the Board of Directors approved revisions to the College's Financial Policy and Procedure Manual. In summary, revisions have been made in the following sections:

1. Section 5 – Investments: Revisions are primarily related to internal endowment management.
2. Section 9 – Accounts Payable: Revisions provide for periodic reporting of Decanal reimbursements to the Board.
3. Section 10 – Travel: Revisions limit meal reimbursements for travel and non-travel business expenses to 200% of the allowable limits stated in Exhibit O.

To view all of the revisions made under this transmittal, click on the ["What's New"](#) link.

Contact: [Debbie Tran](#), Controller and Executive Director, Fiscal Services

Telecommunication Replacement Project

The College has engaged Quagga Corporation to install the new Avaya IPPBX system and handset equipment, and to provide help implement the project. Department phone coordinators have worked hard to identify each phone user's needs and final design and implementation is currently underway.



Employees with beige phones will enter the 21st century of phone technology and those with Dterm handsets will also enjoy the following additional features of the new digital telephones and system:

- ☎ Caller ID – displays incoming call information (if not blocked by caller)
- ☎ Conferencing – join up to six other numbers without special arrangements
- ☎ Directory – use the dial pad to access the College's phone list by name, view the extension, and call it
- ☎ Direct 911 emergency call service
- ☎ Message button for expedited access to voice mail
- ☎ Call Log (100 entries, both incoming and outgoing calls)

Unified communication or modular messaging, the integration of voice mail and email, is undergoing further analysis from the Project Team.

Project Management Contact: [Ellen Crosson](#), Admin. Analyst, Office of the Chief Financial Officer

2010-11 Budget (finally!)

On the 100th day of the fiscal year, October 8, Governor Schwarzenegger signed the 2010-11 budget. The budget includes a General Fund appropriation for UC Hastings of \$8.364 million, an increase of \$94,000 from the prior year to be applied to the increased cost of retiree benefits. The budget approved by the Board of Directors at its September meeting was based on this state funding level and also included the following:

- J.D. student enrollment fee revenues of \$44.5 million based on projected enrollment of 1255. The general enrollment fee in 2010-11 at \$36,000 increased 23% over 2009-10's \$29,383. Non-resident students pay an additional tuition of \$11,225.
- Student financial aid of \$12.8 million, including new funding equal to one-third of the incremental student fee revenues
- Funding this year's four-percent employer contribution to career employee's University of California Retirement Plan (UCRP)
- Upgrading the College's Telecommunications system (see News above for more information)
- Allocating funding for technology upgrades (see Technology Council information below)

See the Q & A with the CFO below for more budget information on the state budget.

Contact: [Carol Cole](#), Budget and Planning Analyst, Office of the Chief Financial Officer

Online Balance Sheet

The online Balance Sheet for *non-state accounts* is available thru [WebAdvisor](#) on the Fiscal Information Reporting System (FIRS). This report provides Department Heads and Budget Managers with, among other information, the cash available balance for their respective accounts. In short, it is the account's checkbook balance. Remember, however, it does not reflect outstanding encumbrances. To learn more about this report and how to access it, read the [Balance Sheet Users' Guide](#).

Contact: [Debbie Tran](#), Controller and Executive Director, Fiscal Services

Midyear Budget Review

Midyear Budget Review hearings are scheduled for January 18-21. After November's transactions are posted, Midyear Budget Worksheets will be printed and distributed by mid-December. Three copies of completed worksheets are due to the CFO's Office by January 10. Check the [Budget Process and Forms](#) webpage for current information. Use [WebAdvisor](#) data to begin your review, analysis, and planning now!

Contact: [Carol Cole](#), Budget and Planning Analyst, Office of the Chief Financial Officer

New Approved Caterers

Two new caterers – AHA Café and Jordon's Culinary Creations -- were recently added to the College's list of authorized caterers. The complete list can be found on [Fiscal Services'](#) page.

Contact: [Hazel Nakamura](#), Executive Secretary, Office of the Chief Financial Officer

Technology Council

A newly appointed Technology Council, created by Chancellor and Dean Wu to bring together representatives of all segments of our community to look at technology planning from a strategic perspective, began meeting this Fall. The Council will be reviewing proposals ranging from upgraded email services to web portal applications to distance learning initiatives (and everything in between). The Council has representatives from the academic division, student services, faculty, student government, and administrative departments. Input will be critical and the Council will be communicating with the entire Hastings community.

Contact: [Eric Noble](#), Director, Information Technology

Shih Yu-Lang Central YMCA SF - 374 Golden Gate Avenue



A partnership between Hastings and the [YMCA](#) includes a five-year lease for approximately 5,500 square feet in the ground floor space of the Parking Garage as an interim location necessitated by the sale of the YMCA Central facility at Golden Gate and Leavenworth. Check out this [video about their community garden](#) in the space between the Garage and Kane Hall, which has also been developed for outdoor athletics.

2011-12 Student Fees

At their September meeting the Board of Directors approved a three percent fee increase for 2011-12. Next year JD students will pay a General Enrollment Fee of \$37,080 (2010-11 was \$36,000). Nonresident students pay a fee in addition to the General Enrollment Fee. For 2011-12, nonresident tuition is \$8,500 (reduced from 2010-11 tuition of \$11,225); the reduction in nonresident tuition allows Hastings to be priced competitively to benchmark institutions. Approved fee levels for both 2010-11 and 2011-12 are predicated on anticipated levels of state support. Consequently, fees are subject to change. The 2011-12 Health Services Fee (2010-11 \$460) and Graduate Student Health Insurance Program: GSHIP (2010-11 \$2,364) are to be finalized at the June 2011 meeting of the Board of Directors. Here's a copy of the [2011-12 fee notice](#) sent to all 1L and 2L students.

Contact: [David Seward](#), Chief Financial Officer

Moot Court Wing Renovation

The College received a significant gift in honor of California Supreme Court Justice Marvin Baxter and Jane Baxter to transform the Moot Court wing of Snodgrass Hall (198 McAllister) into an Appellate Law Center. The renovation project includes a complete refurbishment of the Moot Court courtroom and the adjoining public spaces on the 4th floor, and updates to the audio and visual equipment. The Center has been named after Justice Baxter, a 1966 graduate of the law school who serves on the State Supreme Court since 1991, and his wife, Jane. The project began in June and is expected to be completed by December 2010. Here's the related [Press Release](#).



Moot Court Room - Before



Moot Court Room - Before



Moot Court Room Renovation - In Progress



Moot Court Renovation - In Progress

Contact: [Sunny Dhamrait](#), Manager, Facilities

Changes are happening in Purchasing and Mail Services

Purchasing is in the midst of the [Purchasing and Accounts Payable Efficiency Process Improvement Initiative](#), with the primary goal of making adjustments and improvements to ensure they're providing College-Focused Procurement. Purchasing is working to be more strategic, enhance use of technology, provide superior customer service and provide new and improved processes such as contract drafting and approval. Recent visible changes are 1) UCH now has agreements with nine furniture supplies, and 2) Office Max is now the preferred office supplies firm. Both programs are based on the objective of Hastings leveraging its UC affiliation. Mail Services is also promoting superior customer service with one component being image enhancement by implementing a uniform and new ergonomic mail cart.

Contact: [Darryl Sweet](#), Director, Business Services

Q & A with the... CFO, about the State Budget

This Question and Answer section will rotate between members of Senior Staff: Dean and Chancellor, General Counsel, Chief Financial Officer, Academic Dean. Please submit questions to the [editor](#) indicating if you've a preference about who answers and if you'd like to remain anonymous.

In this edition, Chief Financial Officer David Seward answers some questions about the state budget.

Q: What does the Governor's 2010-11 budget have in store for UC Hastings?

A: The budget signed by Governor Schwarzenegger on October 8 appropriates \$8.364 million in California General Funds to Hastings, an increase of \$94,000 or 1.1% from the prior year. The funding augmentation was provided to offset additional costs associated with health care for Hastings retirees. We're also budgeted to receive \$154,000 in State Lottery Funds.

Q: What happened last year?

A: Last year the Governor's initial budget plan eliminated 100% of state funding for Hastings. The College's administration, alumni and friends strongly advocated in Sacramento for restoration of funding. The Legislature rejected the Governor's proposal and instead imposed a reduction of \$1 million. This cut was increased by an additional \$1 million by the Governor for a total reduction of 20%, a figure in line with reductions absorbed by UC and CSU. The 2009-10 General Fund appropriation was \$8.270 million; in 2008-09 we received \$10.115 million.

Q: How was this year's state budget process different for Hastings?

A: This year's outcome, adoption of the Governor's initial budget for the College, is reflective of the Governor's prioritization of education as stated in his annual address to the Legislature. The Governor did not apply his line-item veto authority (i.e., blue-pencil) to Hastings' legislatively-approved appropriation.

Q: How was this year's state budget process the same?

A: As has been widely reported, once again the budget is based on a series of assumptions. Should these assumptions prove overly optimistic, the possibility exists that it will become necessary for the newly-elected Governor and Legislature to revisit the current year budget. However, if this occurs, new legislation would need to be enacted as the budget bill does not grant to the Governor the authority to make midyear budget reductions. Under normal circumstances, midyear budget cuts are unlikely given this constraint.

Q: What about next year?

A: The College is currently working with the State Department of Finance to develop the 2011-12 Governor's Budget. Although no reductions have yet been identified, absent a strong economic recovery, prospects for 2011-12 are not favorable and no increase in state funding is expected. The largest uncontrollable expense for the College will continue to be contributions to employee's retirement plans and funding of health and welfare benefits. The Legislature adopted budget bill language this year asking the Legislative Analyst, the Department of Finance and UC to work together on a proposal to fund UCRP in the future. This is a very positive sign.

“This year's outcome ... is reflective of the Governor's prioritization of education as stated in his annual address to the Legislature.”

Editor's Note: Here's the link to Hastings' detail in the [2010-11 State of California Governor's Budget](#).

Neighborhood News: 277 Golden Gate Avenue

The former KGO-TV building at 277 Golden Gate Avenue near the corner of Hyde Street is being demolished. This building shares a wall with Snodgrass Hall and the manual demolition, largely by jackhammer, may cause noise and other disruptions during your workday. Demo work is estimated to be completed by mid-December. The five story building has been vacant for over 15 years, is privately owned, and immediate development is unlikely in today's economic environment (a city permit exists for a proposed 88-unit apartment building).



^ Demolition In Progress (from back)

< Before (from front)

In 1996, Hastings sold the property that had been given to the College in 1986 by American Broadcasting Company (ABC). When KGO moved into the building in 1954 it was one of the most modern broadcasting facilities on the West Coast.

Introduction – who we are and what we're up to

Office of the Chief Financial Officer – Here are departments within the CFO's Division and a summary of what we do:

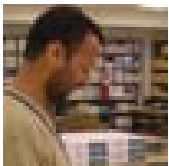
Bookstore - Hastings Bookstore is the wholly-owned retail establishment of the College that caters to the college community. It is a regular brick and mortar bookstore that carries a wide variety of books, general merchandise, supplies, greeting cards and variety of imprinted items. The store has a unique Papyrus card and gift section. Popular women's bags (such as Sherpani products), Jansport, Tommy-Hilfiger, Jones & Mitchell, League signature clothing are staple items found in the Bookstore. Watch for holiday gift items in November and our ever popular holiday clothing sale in December!



Budget and Planning - The annual budget development and review processes of the College's programs are coordinated by the Budget and Planning Analyst under the direction of the Chief Financial Officer. The Budget and Planning Analyst also supports planning, development and preparation of the annual State Governor's budget, budget status reports for the Board of Directors meetings, and completion of the financial sections of the Annual ABA Questionnaire and NECS IPEDS (National Center for Education Statistics, Integrated Postsecondary Education Data System) reports. With this inaugural edition of Business Matters, the Budget and Planning Analyst is also the managing editor of the CFO Division's quarterly email bulletin.



Business Center - The Business Center is your one stop for all copying and printing needs and is open Monday-Friday 8am-5pm. Hastings partnered with UCSF's Campus Life Services, Documents, Media and Mail (DMM) who has managed the on-campus Business Center since July 2009. UCSF partners with Xerox and together they service the satellite or convenience copiers installed in offices and throughout the campus; these machines are fully networked, provide no-cost scan to email capability, and color copying (in select locations). Business stationery and business cards, oversized posters, and brochures are now produced "in-house." Other services UCSF DMM brings to Hastings include multimedia design services (i.e., graphic design, marketing materials, website design, digital photography, and videography), bulk mail services and integrated document management.



Find Us on the Web

Chief Financial Officer

Bookstore

Budget

Business Center

Controller – Fiscal Services

Facilities

Information Technology

McAllister Tower – On-campus Student Housing

Parking Services

Purchasing and Mail Services

Contact the Editor

Email Carol Cole

Controller – Office of Fiscal Services



The Controller's Office oversees Fiscal Services, Purchasing and Procurement, Mail and Business Services. The CO's provides service, support, advice and control to all College departments and Centers as related to the financial transactions of the College. The office is also responsible for coordinating year-end and the year-end audit, ensuring all reporting and required covenants of the College's long-term debt are made, required tax reporting, endowment and donor restricted fund stewardship and maintaining the internal control structure and the College's Financial Policy and Procedure Manual.

Facilities Operations



Maintenance of the College's physical plant by the Facilities Operations department includes custodial services, mechanical systems maintenance (HVAC, electrical, plumbing), utilities administration, event setup and moving services. External service providers—recycling, pest control, fire/life safety, elevator maintenance—are also managed by Facilities. Hastings has adopted a Green Cleaning program, through ABM Janitorial, consisting of post-consumer paper supplies and green chemicals. Major projects in recent years, including complete renovation of Kane Hall at 200 McAllister Street, called upon the Project Management abilities of the department, and always on-going facility upgrades—most recently the Hon. Marvin and Jane Baxter Appellate Law Center of Snodgrass Hall—means there's never a dull moment in the Facilities Operations Department!

Information Technology

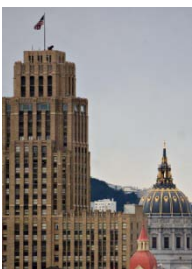


The IT department has ten full-time staff and three part-time student workers. We maintain the College network, including 50 servers that are primarily located in the Data Center. (If you have never visited the Data Center, please contact Eric for a tour.) We have a 7x5 drop-in policy for students who need assistance with computer problems. This has meant the IT "helpdesk" staff has had to learn how to support Apple users since almost half of Hastings students use Macs. We also maintain the College's enterprise information system (Datatel's Colleague); the web servers and content management system, the e-commerce applications for students to make rent, tuition and other payments; the Ad Astra room scheduling system; the fundraising application that the Alumni Office uses; not to mention all the desktop computers, printers and associated software applications.

In the second annual survey of student satisfaction with technology services (conducted April 2010), the IT Helpdesk group came in 2nd place and was the most improved service in the previous year. (Lexis/Westlaw training came in 1st place.) This recognition by our students was especially gratifying since we have consciously tried to make customer service a top goal in the department. The Helpdesk group deserves a round of applause!

So, if you have any computer problems, just remember our single point of support: helpdesk@uchastings.edu

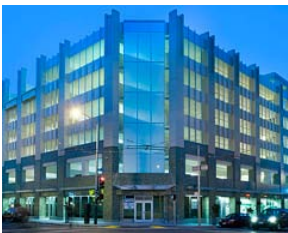
McAllister Tower – On-campus Student Housing



Housing Services is responsible for the management of 252 residential units, 20,000 sq. ft. of office space, a fitness center, a student lounge and other common areas in McAllister Tower. Our office oversees on-campus housing assignments and manages the day-to-day operations of McAllister Tower. Housing Services strives to create a welcoming residential community and to maintain a comfortable and safe environment for students residing at McAllister Tower.

All students admitted to Hastings College of the Law are eligible for residency at McAllister Tower. Due to the limited number of apartments, new students who are interested in residing at McAllister Tower are encouraged to apply immediately following acceptance to Hastings.

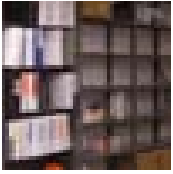
Parking Services



The parking garage at 376 Larkin Street between McAllister Street and Golden Gate Avenue has 400 parking spaces, is open Monday-Saturday 7am-11pm, Sunday 7am-9pm, and has the lowest rates compared to the bigger parking companies in the area. The early bird rate—in by 9am, out by 6pm—is \$13 for autos, \$8 for motorcycles. Hourly rates start at \$2 and the maximum daily rate is \$23. Students enjoy discounted rates and there's an \$8 evening rate (enter after 5pm, leave by 11pm). College-owned and operated, staffed by a Manager and three attendants, Hastings Public Safety Officers patrol the garage which also has a great security system, including emergency call boxes and cameras located throughout. Manager Angel Solano says "We dare any and all parking doubters to try our garage. You will have a great parking experience!"

Ground floor retail tenants currently include Subway Sandwiches and the Central YMCA; negotiations are underway to rent the prime corner location.

Purchasing & Mail Services - Purchasing & Procurement manages centralized procurement, purchasing cards, and receiving, and more recently is becoming more involved in the creation and approval of agreements. Purchasing and Procurement staff are here to host competitive processes, negotiate quotes and proposals, and generally transact business in a manner that best serves the College. P&P is based in the warehouse, which is an active business hub at Hastings, as staff and suppliers are constantly coming and going in while doing business, and delivery personnel are arriving and departing the loading dock throughout the day.



Mail Services receives, sorts and provides internal delivery of USPS and expedited mail and packages. Mail Services also assists faculty and staff with those same items when they are outgoing.

Contract Services are currently those agreements with UCSF for the Business Center, as well as the arrangements negotiated with Davisville Travel and Handlery Hotel. Those are owned and managed by the Director of Business Services.
